

EXHIBIT 2C

Data Certification E-mail

Encounter Manual AHCCCS Administration

Exhibit 2C Data Certification E-mail

The Data Certification E-mail certified by the Chief Executive Officer, Chief Financial Officer, or an individual who has delegated authority to sign for, and who reports directly to Chief Executive Officer or Chief Financial Officer, must attest, based on best knowledge, information, and belief, that data is complete, accurate, and truthful and complies with 42 CFR Sections 438.604 and 438.608. Contractor is responsible for submitting this data in accordance with applicable Federal and State laws, rules, policies and the AHCCCSA contractor contract and within file specifications. The Data Certification E-mail must be submitted concurrently with the certified data and must be matched to contractor's file or document prior to file or document processing or use.

	Instructions
1.	E-mail must be sent to: bba@azahcccs.gov from person, e.g. CEO, CFO, or direct report to CEO or CFO, authorizing the data.
2.	Subject line must contain the filename, total bill charge, and the claim count in the file. These topics must be followed by an '=' sign. Total bill charges must have a single space between the words. The order of these within the subject line does not matter, however abbreviations are not allowed. Always send a new e-mail to certify files.
3.	There are four potential responses to Data Certification E-mail: <ol style="list-style-type: none">1. Data Certification was received from an unauthorized e-mail address;2. File, based on filename in subject line, was not found;3. Total bill charge or count in subject line does not match total bill charge or count in the file; and4. Valid file was found and will be processed.
4.	A daily report will be e-mailed with a list of files that have not yet been authorized. Files that have not been matched to Data Certification E-mail for a period of 10 days will be deleted.
5.	The body of the e-mail must have the same text as in the example below. Data Certification E-mail without or with incomplete contents of the body will not be used to certify files.

Data Certification E-mail

TO: bba@azahcccs.gov

Subject: filename=AZSTNDPLANIDTSNXMMDDYY.SEQ count=123 total bill charges=987

Health Plan/Program Contractor/ADHS/DBHS, herein called "Contractor" is hereby authorized to submit encounter data to the Arizona Health Care Cost Containment System Administration (herein called "AHCCCSA") for services rendered by the contractor, in machine-readable form, as specified by AHCCCSA.

By submission of this e-mail, I certify that the data and/or documents so recorded and submitted as input data or information, based on my best knowledge, information, and belief, is in compliance with Subpart H of the Balanced Budget Act Certification requirements; is complete, accurate, and truthful; and is in accordance with all Federal and State laws, regulations, policies and the AHCCCSA/Contractor contract now in effect. Contractor further certifies that it will retain and preserve all original documents as required by law, submit all or any part of same, or permit access to same for audit purposes, as required by the State of Arizona, or any agency of the federal government, or their representatives.